



Region 7 Education Service Center
1909 N Longview Street
Kilgore, Texas 75662
(903) 988-6700
<http://www.esc7.net>

Early Head Start Substitute Teacher Information

Director: _____

Secretary (if applicable): _____

Assistant Director/Designee: _____

Nurse(if applicable): _____

Head Start Family Service Advocate: _____

Teacher(s) nearby: _____

CLASSROOM PROCEDURES

(Must be kept updated)

SUPERVISION OF CHILDREN: Utilize the Head Count System throughout the day and anytime you leave/return to the classroom. This system ensures you have all children with you at all times.

<p>Before Children Arrive:</p> <ul style="list-style-type: none"> • Place purse/ personal items in locked cabinet out of reach of children. • Wash adult hands upon arrival in classroom. • Locate lesson plan resources in colored pockets. • Review all curriculum cards and gather needed materials. • Review Daily Schedule posted outside classroom door. 	<p>Location of colored curriculum pockets:</p>	<p>Special instructions:</p>
<p>ARRIVAL:</p> <ul style="list-style-type: none"> • Ensure parents sign children in. • Ensure parents complete designated portion of Daily Report Form. • Wash each child's hands upon arrival. • As children arrive, change number on Attendance Board. 	<p>Location of sign-in sheet:</p> <p>Location of Daily Report Forms:</p>	<p>Special instructions:</p>
<p>Toileting:</p>	<p>Location of diapers/diapering supplies:</p>	<p>Special Instructions:</p>

<ul style="list-style-type: none"> • Follow posted diapering procedures. • Have materials ready prior to diapering. • Use safety belt or keep hand on child for each diapering. • Clean changing table with bleach solution between each diapering. • Wash all children’s hands (even infant’s) after diapering or toileting. • Complete appropriate section of Daily Report Form after each diapering/toileting. • Refer to chart by changing table for specific toileting information. • Change number on Attendance Board when leaving/returning to classroom from restroom • Count children before leaving, when arriving in restroom and again upon return to classroom. 	<p>Location of bleach solution:</p> <p>Where to put soiled diapers:</p>	<p>Scan restroom before leaving to ensure no child is left behind.</p>
<p>Meals:</p> <ul style="list-style-type: none"> • All meals and snacks are delivered to the classroom. • All infants must be held while bottle feeding. • Adults have to be within arm reach of children while eating. • Infants feeding instructions are posted on individual cribs. • Wash all children’s hands before and after meals. • Sanitize tables before and after meals. • Get a plate with same foods as children and sit at table with children for meals. 	<p>Time food is delivered: Breakfast- Lunch- Afternoon snack-</p> <p>Children on table food:</p> <p>(L&M only) Location of formula and instructions for preparing/storing:</p> <p>Location of tooth brushing supplies:</p> <p>Procedure for brushing teeth:</p>	<p>Special instructions: (PFK only)- When/Where to get dishes/utensils:</p> <p>Other instructions:</p>

<ul style="list-style-type: none"> • Assist children to brush teeth/wipe gums (infants) at least once a day. • Complete appropriate section of Daily Report Form after each meal. 		
<p>Naptime:</p> <ul style="list-style-type: none"> • Infants must be put to sleep on their backs. • Nothing (blankets, bibs, toys) can be placed in the crib with an infant. • See miscellaneous information regarding special comfort items/pacifiers. 	<p>Location of mats/cots:</p> <p>Procedure for putting out cots/mats:</p> <p>Nap schedule:</p>	<p>Special instructions:</p>
<p>Playground/Indoor Gross Motor Room:</p> <ul style="list-style-type: none"> • Follow provided schedule. • Use active supervision/placement to ensure safety of children. • Count children before leaving room, upon arrival on playground, before leaving playground, and upon arrival in classroom. • Wash all children’s hands upon return to classroom. • Change Attendance Board number when leaving/arriving back to classroom 	<p>Procedure for transporting children:</p>	<p>Special Instructions:</p>
<p>Dismissal:</p> <ul style="list-style-type: none"> • Verify pick-up authorization by checking information listed in Emergency Procedures Flipchart. 	<p>Location of Emergency Procedures Flipchart:</p>	<p>Special Instructions:</p>



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<ul style="list-style-type: none">• Check photo ID to ensure adult picking child up is authorized.• Give parent the Daily Report Form.• Ensure parent signs child out for the day.• Change number on Attendance Board as each child leaves.		



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CONFIDENTIAL STUDENT INFORMATION

NAME	SPECIAL SERVICE (SPEECH, OT, PT)	LOCATION OF SIGN-IN SHEET	DAY/TIME	NAME OF PROVIDER

EMERGENCIES DUE TO CHRONIC CONDITIONS

**NOTE: HEAD START FAMILY SERVICE WORKERS CANNOT GIVE MEDICATION;
 ONLY THE SCHOOL NURSE OR TRAINED ISD EMPLOYEE MAY ADMINISTER MEDICATION.**

NAME	FORMULA, IF APPLICABLE	✓ FOOD ALLERGY	✓ MEDICAL CONDITION	<p align="center">FOR FOOD ALLERGY EMERGENCIES, SEE THE FOOD ALLERGY ALERT PLAN (bright yellow) for the student's specific plan. Location: _____</p> <p align="center">FOR MEDICAL EMERGENCIES, SEE THE EMERGENCY PROCEDURE FLIPCHART for student's specific plan. Location: _____</p>

ADDITIONAL/MISCELLANEOUS INFORMATION (Ex. Students taking medication, custody issues, special comfort items/pacifier)

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